Downloading Saved Queries and Quick Reports
Automatically from the Server

4D queries and quick reports can be saved on the server so that, when users log on to the system, those queries and reports are automatically downloaded to their client computer. The following steps illustrate how to set up the system, save the queries and reports, and access them from a remote client:

DBA responsibilities

Saving quick reports and queries in the TechTracS folder:

On the server, the TechTracS folder that contains the current structure and data file also contains two folders called Mac4DX and Win4DX:

Any queries or quick reports that the DBA wishes to send to other users must be saved in these folders. Queries and quick reports created for Macintosh platforms should be saved in the Mac4DX folder, and queries or quick reports created for PC platforms should be saved in the Win4DX folder.

User Responsibilities

Accessing the saved queries and quick reports from the server:

When users log onto the server, the contents of the Mac4DX and Win4Dx folders are replicated on their client computer. To access a query or quick report, go to the TechTracS folder for the database that you are working with and select the query or quick report that you wish to use.

example – using TechTracS 99.01.00:

- For Macintosh users

    the TechTracS folder will be located on the client computer under
        System Folder : Preferences : ACI : TTS 99.01.00

- For Windows users

    the TechTracS folder will be located on the client computer under
        Win / ACI / TTS 99.01.00

Notes:

Each time the user logs onto the TechTracS server, the Mac4Dx and Win4DX folders on the client computer will be updated with any subsequent changes that have been made to the correlating server folders since that user's last logon.

A utility called **4D File Type Converter** is available for downloading at the NASA TechTracS support site. This utility facilitates the easy conversion of PC-based quick reports and queries to a Mac-based format. To use the program (after downloading), simply drag the quick report or query onto the program icon to convert it to a Mac-based format. The download for the program can be found on the utilities page on the NASA TechTracS support site (nasatechtracs.support.knowledgesharing.com).

! **WARNING -** queries and quick reports saved by the user in the TechTracS folders on their **client** computers will be overwritten with each logon to the server. All queries and quick reports that the user wishes to save should be stored in a different folder.